

## **INSTRUCTIONS FOR BILLBOARD APPLICATION**

### **ITEM #1 -- Name and Address of Sign Owner/Applicant**

The sign owner/applicant is the person, partnership, company, corporation, association, or agency that owns the sign. They should supply their name and complete address here. If there is a representative from the sign company that could provide information about the sign, supply this name also along with telephone number.

### **ITEM #2 -- Name and Address of Owner of Property**

The name and complete address of the person, partnership, company, corporation, association, or agency who owns the property on which the sign is placed should be listed here. Also include the phone number if available.

### **ITEM #3 -- Type and Name of Highway**

Check the appropriate box preceding Interstate, US or State Road and then enter Highway Number from which the sign is visible. If the sign is not visible from a highway that falls under one of these two categories then the Indiana Department of Transportation does not require a registration/permit for this location.

The number and designation of the highway from which the sign is visible should be provided in this space. (**EXAMPLE:** I-69, S.R. 3, U.S. 231)

### **ITEM #4(a) -- Side of Highway**

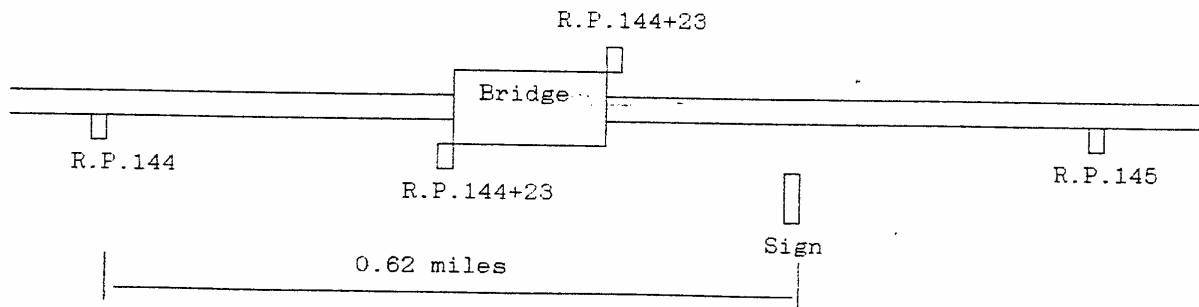
Circle which side of the Highway the sign is or will be located (**N=North, S=South, E=East, W=West**). All odd numbered highways (**I-65, S.R.63, etc.**) travel in the north/south direction and the sign will either be on the east or west side of the highway. All even numbered highways (**I-70, S.R.114, etc.**) travel in the east/west direction and the sign will either be on the south or north side of the highway.

### **ITEM #4(b) -- Direction of Travel**

Circle the Direction (**N=North, S=South, E=East, W=West**) to the sign location in relation to the direction of travel of the highway. All odd numbered highways (**I-65, S.R.63, etc.**) travel in the north/south direction. All even numbered highways (**I-70, S.R.114, etc.**) travel in the east/west direction.

**ITEM #5 -- Reference Sign or Mile Marker Location**

Mile Markers are the small green signs placed along the Interstate System at approximately 1 mile increments. Reference signs with the blue background are used on all other roadways. The applicant should locate the two reference signs or mile markers that their sign is between. The signs used should not be one of the signs used for referencing a bridge (i.e. R.R.P. 144+23). List the two sign numbers. Then give the distance in miles from the smaller numbered reference post or mile marker. This distance should be to the nearest tenth of a mile and be measured along the roadway in the same manner as the distance is measured between two advertising signs. See the example below.



Between reference sign/mile markers 144 & 145 0.62 miles from reference post 144.

**ITEM #6 -- Location Description**

Give the County Name and attach the sketch referred to in Item #5.

**(a) Nearest Sign**

Give the distance in feet to the nearest outdoor advertising sign.

**(b) Distance from Right-of-way Line**

Give the distance of feet from the right of way to the sign.

**(c) Estimated distance to nearest intersection/ramp**

Give the distance in feet and the direction from the nearest intersection, overpass, underpass, or ramp. **(EXAMPLE: 550 feet East of the River Road overpass.) (1 mile = 5280 feet)**

### **ITEMS #7 TO #9 -- Zoning Questions**

Check the box of the appropriate answer to questions 7 and 8.

#### **Sign in Unzoned Area**

If the sign is in an unzoned commercial or industrial area the business or activity that would qualify the area should be given. For definition of unzoned property refer to Outdoor Advertising Control Manual.

#### **Sign in Zoned Area**

If the sign has been issued a permit by a City or County authority, give the permit number. Also give the primary and secondary (**if applicable**) zoning of the land where the sign is placed. A line is available for explaining the zoning (**Example – primary zoning: C-1, Explain zoning classification: Commercial District one**).

#### **ITEM #10 -- Sign in City Limits**

Check the box if the sign is inside the incorporated town or city limits with a population greater than 5,000 and also provide the controlling municipality.

#### **ITEM #11 -- Property Rezoned after March 15, 1986**

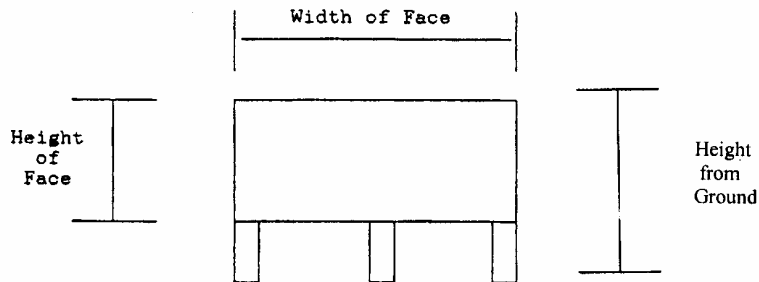
Was the property rezoned for the purpose of erecting a billboard after March 15, 1986? Check yes or no and if answer is yes a copy of zoning minutes will be required.

#### **ITEM #12 -- Sign Height**

Overall height of sign which is the total height including supports, measured from the ground to the highest point of the sign. (see figure in item #13)

### ITEM #13 -- Sign Size

The dimensions of the sign should be given in this area. The figure below shows the dimensions needed. The area of the sign is calculated by multiplying the width of face by the height of face.



### ITEM #14 -- Sign Type

A check should be placed in front of the box that describes the type of sign. If more than one description is true, more than one box may be checked.

### ITEM #15 -- Substructure

Give the number of vertical supports used for the sign. The type of material used for the supports should also be specified.

### ITEM #16 -- Illumination

Check the appropriate box to indicate if lights are used to illuminate the sign.

### ITEM #17 -- Sign Advertise Activities

Check the box of the appropriate answer to this question.

### Finalizing the Application

Once the registration has been filled out completely, the sign owner must sign the registration form verifying that all the information given is correct.

### Additional Questions

If you have any additional questions you can call (317) 232-3927.